



PURCHASING DEPARTMENT
Memorandum

To: Board of Public Works & Safety

From: Dave Payne, Purchasing Manager

Date: June 11, 2020

Subject: Declaration of Surplus Property

Surplus Property

The Lafayette Fleet Management Department is requesting the item listed below be declared as surplus property. The item is no longer needed and will be listed on GovDeals.com.

<u>Item</u>	<u>Model</u>	<u>Serial Number</u>
Panasonic Toughbook	CF-30FTSAZAM	AB0123456789 8AKSA05970

A motion has been made and seconded to declare the aforementioned items as surplus property.

All of which is approved this 16th day of June, 2020 by the Board of Public Works & Safety.

Gary Henriott, President

Cindy Murray, Member

Ron Shriner, Member

Norm Childress, Member

ATTEST:

Amy Moulton, Member

Mindy Miller, 1st Deputy Clerk

Dated: _____, 2020